



LOCAL COUNCIL
AWARD SCHEME
GOLD

2026

WOOTTON PARISH COUNCIL

GRANT POLICY



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Version History

Version	Reviewed at	Approved at
Version 1.00	Annual Meeting of Wootton Parish Council on 28 th May 2014	Annual Meeting of Wootton Parish Council on 28 th May 2014
Version 1.00	Annual Meeting of Wootton Parish Council on 20 th May 2015	Annual Meeting of Wootton Parish Council on 20 th May 2015
Version 1.00	Annual Meeting of Wootton Parish Council on 11 th May 2016	Annual Meeting of Wootton Parish Council on 11 th May 2016
Version 1.00	Annual Meeting of Wootton Parish Council on 10 th May 2017	Annual Meeting of Wootton Parish Council on 10 th May 2017
Version 2.00	Full Council meeting of Wootton Parish Council on 13 th September 2017	Full Council meeting of Wootton Parish Council on 13 th September 2017
Version 2.00	Annual Meeting of Wootton Parish Council on 9 th May 2018	Annual Meeting of Wootton Parish Council on 9 th May 2018
Version 2.00	Annual Meeting of Wootton Parish Council on 15 th May 2019	Annual Meeting of Wootton Parish Council on 15 th May 2019
Version 2.00	Annual Meeting of Wootton Parish Council on 5 th May 2021	Annual Meeting of Wootton Parish Council on 5 th May 2021
Version 2.00	Annual Meeting of Wootton Parish Council on 11 th May 2022	Annual Meeting of Wootton Parish Council on 11 th May 2022
Version 2.00	Annual Meeting of Wootton Parish Council on 17 th May 2023	Annual Meeting of Wootton Parish Council on 17 th May 2023
Version 2.00	Annual Meeting of Wootton Parish Council on 8 th May 2024	Annual Meeting of Wootton Parish Council on 8 th May 2024
Version 2.00	Annual Meeting of Wootton Parish Council on 14 th May 2025	Annual Meeting of Wootton Parish Council on 14 th May 2025
Version 2.00	Annual Meeting of Wootton Parish Council on 13 th May 2026	Annual Meeting of Wootton Parish Council on 13 th May 2026

To be reviewed at each Annual Council Meeting.

GRANT POLICY

GUIDELINE NOTES FOR APPLICANTS

POLICY STATEMENT:

A GRANT IS ANY PAYMENT MADE BY THE PARISH COUNCIL TO BE USED BY AN ORGANISATION FOR A SPECIFIC PURPOSE IN THE FURTHERANCE OF THE WELL BEING OF THE LOCAL COMMUNITY, EITHER GENERALLY, OR FOR A SPECIFIC PURPOSE, AND WHICH IS NOT DIRECTLY CONTROLLED OR ADMINISTERED BY THE PARISH COUNCIL. WOOTTON PARISH COUNCIL IS EMPOWERED TO MAKE GRANTS UNDER THE TERMS OF THE LOCALISM ACT 2011, PART 1, CH1.

GENERAL

- 1 The contribution made by the many organisations to the wellbeing of the local community is recognised by the parish council as important to our society. The purpose of any grant given by the parish council is to support initiatives in the local community and to help create opportunities for the residents of Wootton that are not, as a matter of course, funded by the parish council.
- 2 These notes have been prepared to explain the main details of the parish council's grant scheme. Please read them carefully before you complete the application form.
- 3 Although the parish council will give as much help as possible, the administration of and accounting for any grant shall be the responsibility of the recipient.
- 4 There is a limited budget each year and guidance will be given to applicants as to how much money is available in a specific financial year. At all times, individual grants will be available up to a maximum of £1,000, but this maximum amount will only be awarded in exceptional circumstances, at the discretion of parish council members. If the number of applications received total in excess of the overall sum available, the parish council may choose to award less than the original amount being requested. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.
- 5 The scheme may provide grants for new as well as existing organisations.

CONDITIONS OF FUNDING

- 1 Applications will not be considered from individuals.
- 2 Applications **WILL NOT** be considered from:
 - Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race, religion or sexuality.
 - Private organisations operated as a business to make a profit.
 - "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
- 3 Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations.
- 4 Applications from religious groups will be considered where a clear benefit to the wider community can

be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

5 Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.

6 The organisation will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly.

7 All applications must demonstrate clearly how a grant will be of benefit to the local community within the parish.

8 An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.

9 An organisation is required to have a bank account in its own name with a minimum of two authorised representatives required to sign each cheque.

10 Ongoing commitments to award grants in future years will not be made.

11 Each application will be assessed on its own merits and will be considered along with other applications at a meeting of the parish council's Finance & General Purposes committee*, before recommendation to Full Council, twice yearly – in June and December. (Please refer to the clerk for full details and dates of the appropriate meetings).

12 Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities.

13 The parish council may make the award of any grant subject to such additional conditions and requirements, as it considers appropriate.

PROCEDURE FOR SUCCESSFUL APPLICANTS

Awards may be claimed at any time during the financial year on provision of evidence that the money has been used for the purpose stated. In the case of an advance payment, written confirmation will be required stating that the money will be used for the purpose requested.

In the event, for whatever reason, of the grant not being used, in part or in full, a full explanation shall be submitted to the parish council within one year of the award being made.

Proof of expenditure will be required.

Wootton Parish Council reserves the right to reclaim any award in the event of it not being used for the purpose specified on the application form.

Organisations that receive an award will be required to acknowledge the parish council's contribution on all publicity/printed material and will be expected to attend the following Annual Parish Meeting to report on how the funds were allocated, and subsequent benefits.

***Please note that all applications must be received in full, no later than 7 clear working days before the appropriate Finance & General Purposes meeting).**